# St. Paul School District #45

# Elementary School

# 2026-2027

# Parent/Student Handbook

**St. Paul Elementary School**
**20449 Main Street NE**
**St. Paul, OR 97137**
**503-633-2691**

**www.stpaul.k12.or.us**

## Administration

Dr. Troy Fisher

Superintendent/Elementary Principal

## Board of Education

Brenda Frketich – Board Chair

Nora Cain – Vice Chair

Joey McCain

Stephanie McKillip

Kylee Williams

Doug Wyss

Ken Wolf

The St. Paul School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the St. Paul School District Office for additional information and/or compliance issues. St. Paul School District's Director of Special Programs, 20449 Main St. NE, St. Paul, OR 97137 (503) 633-2691.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

# Principal Page

Welcome to St. Paul Elementary School! This handbook will help you learn more about the people, programs, and policies of St. Paul Elementary School.

**Letter from the Principal:**

Dear Parents, Students, and all members of the St. Paul community.

The mission of our school is to provide a safe and progressive learning environment for every child that comes through our doors. In order for students to be successful academically, socially and emotionally they must first feel welcome and safe in their school environment.

It is my pleasure to serve as your elementary principal and district superintendent and to team with you along with the outstanding staff at St. Paul elementary to provide the best possible learning experience for each and every child.  Please feel welcome to contact me with questions.

Dr. Troy Fisher

Elementary Principal

# St. Paul Elementary Staff

| | |
|---|---|
| Principal | Dr. Fisher |
| Federal Programs Director | Dr. Fisher |
| District Programs Specialist | Oralia Vargas |
| District Secretary | Lynn Roberts |
| District Business Manager | Brooks Miller |
| Secretary/Inst. Asst. | Rebeca Alvarez |
| TAG & ELD Teacher | Mrs. Stoltenberg |
| Kindergarten AM | Maria Curiel |
| 1st grade AM | Melissa Reed |
| Kinder and 1st PM | Maria Curiel |
| 2nd Grade | Mrs. Boyd |
| 3rd Grade AM | Ms. Rieger |
| 3rd and 4th Grade PM | Ms Rieger |
| 4th Grade AM | Ms. Krahmer |
| 5th Grade | Mrs. Schaffer |
| 6th Grade | Ms. Hempel |
| PE | Mr. Tharp |
| Special Education | Mrs. Reed |
| Title I Reading Specialist | Crystal Krahmer |
| K-6 Counselor | Mrs. Stoltenberg |
| District Testing Coordinator | Mrs. Edwards |
| Media Specialist | Mrs. Kingman |
| Inst. Asst. | Kim Gayman |
| Inst. Asst. | Daniela Toledo |
| Homeless Families Liaison | Maria Curiel |
| Transportation | Oralia Vargas |
| Student Activities | Mrs. Stoltenberg |
| Cafeteria, Head Cook | Adabella Izquierdo |
| Cafeteria, Asst. Cook | Avelina Hernandez |
| District Maintenance | Juan Rivera |
| Custodian | Teresa Herrera |

## Daily Schedule K-6th

| | |
|---|---|
| **7:45-8:00** | **Breakfast** |
| **8:00** | **School Starts** |
| **11:45-12:05** | **4-6 Recess** |
| **11:45-12:05** | **K-3 Lunch** |
| **12:05-12:25** | **4-6 Lunch** |
| **12:05-12:25** | **K-3 Recess** |
| **2:45** | **School Dismissal** |

## Wednesday Early Release at 1:45

**Lunch Schedule will remain the same as the above schedule.**

***Schedule is subject to change**

**Note to Parents**: Supervised school activities **begin at 7:45** and students are welcome in the building for breakfast and other supervised activities at that time. **Classes begin at 8:00 am. Students may not be left on the school grounds unsupervised before 7:40.**

## Programs / Services / Complaints

## Attendance / Parent Involvement / Education Records / Immunizations


| | |
|---|---|
| ABSENCE PROCEDURE | 11 |
| ADDRESS CHANGE | 12 |
| ADMISSION | 10 |
| ATTENDANCE | 10-11 |
| BIRTHDAY PARTIES | 12-13 |
| CHECK IN/OUT | 11-12 |
| COMMUNICABLE DISEASES | 13 |
| DRUG, ALCOHOL AND TOBACCO PREVENTION | 15-16 |
| EMERGENCY MEDICAL TREATMENT | 13 |
| HEALTH | 13-14 |
| IMMUNIZATION | 14 |
| LOST AND FOUND | 16 |
| MEDICATION AT SCHOOL | 14-15 |
| PARENTAL INVOLVEMENT | 16 |
| PARENTAL RIGHTS | 16-17 |
| PERSONAL BELONGINGS | 17 |
| RELEASE OF INFORMATION | 17 |
| RELEASE OF STUDENTS FROM SCHOOL | 17 |
| STUDENT EDUCATION RECORDS | 18 |
| VISITING SCHOOL | 18-19 |
| VOLUNTEERS | 19 |
| WITHDRAWAL | 19 |

## Curriculum / Alternative Education / Education Process


| | |
|---|---|
| ALTERNATIVE EDUCATION PROGRAMS | 20 |
| COMPUTER USE | 20-21 |
| COUNSELING | 21 |
| CURRICULUM | 21-22-23 |
| GRADING SYSTEM | 23 |
| HOMEWORK | 24 |
| LEAVING THE SCHOOL GROUNDS | 24 |
| PROGRAM EXEMPTIONS | 24 |
| PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS | 25 |
| REPORTING SYSTEM | 25 |
| SUPPLIES | 25 |
| TALENTED AND GIFTED PROGRAM | 25-26-27 |
| TEXTBOOKS | 27 |
| TRANSCRIPT EVALUATION | 27 |


## Student Conduct


| | |
|---|---|
| CONDUCT | 27-28-29 |
| DAMAGE TO DISTRICT PROPERTY | 29-30 |
| DISCIPLINE/DUE PROCESS | 30-31-32-33 |
| DRESS CODE | 33 |
| SKATEBOARDS, BIKES, SCOOTERS, IN-LINE SKATES | 33-34 |
| STUDENT SEARCHES | 34 |
| TRANSPORTATION OF STUDENTS | 34-35-36 |

## Other


| | |
|---|---|
| ASBESTOS | 36 |
| ASSEMBLIES | 36 |
| ASSIGNMENT OF STUDENTS TO SCHOOLS | 36-37 |
| ATHLETICS | 37 |
| BUILDING USE | 37 |
| CHILD FIND NOTICE | 37 |
| DISCRIMINATION | 37 |
| DISTRIBUTION OF MATERIAL | 38 |
| DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS | 38 |
| ELECTRONIC DEVICES | 38-39 |
| EMERGENCY INFORMATION | 39 |
| EMERGENCY SCHOOL CLOSING INFORMATION | 39 |
| EXTRACURRICULAR ACTIVITIES | 39 |
| FEES, FINES AND CHARGES | 39-40 |
| FIELD TRIPS | 41 |
| FLAG SALUTE | 41 |
| FUNDRAISING | 41 |
| HOMELESS STUDENTS | 41-42 |
| INSURANCE | 42 |
| LOITERING | 42 |
| MEALS AT SCHOOL | 42 |
| MEDIA ACCESS TO STUDENTS | 42 |
| NEWSLETTER | 43 |
| NSF/RETURN CHECK POLICY | 40-41 |
| OPEN HOUSE | 43 |

OUT OF AREA ATTENDANCE 43

PARENT TEACHER CLUB (PTC) 43

PETS 43

PHYSICAL EXAMINATIONS 43

POSTERS 44

SCHOOL PICTURES 44

STUDENT/PARENT COMPLAINTS 44-45-46-47

SUPERVISION OF STUDENTS 47

TELEPHONE 47

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

## ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy (JEC) and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

Alternative education services may (at the discretion of the district) be provided to students expelled from another school district for violation of applicable state or federal weapon law and who subsequently become a resident of the district.

## ATTENDANCE

Attendance and punctuality are important. The ability to be present and on time are good habits to reinforce at an early age. Students who are consistently late miss important elements of instruction.

Students are considered tardy if they are not in the classroom at 8:00 AM. If a student arrives at school after 8:00, he/she is to check in at the office with the parent prior to going to class.

If a student is going to be absent due to illness or other unexpected event, the parent should call the school by 8:15 am or bring a written note explaining the reason for the absence. These notes are saved as part of the public record.

If it is necessary for a student to attend a health care appointment during school hours, he/she must give a note from his/her parents to his/her teacher. Please notify the office and your child's teacher of all planned absences.

Students who have been absent for more than half of the school day are not eligible to take part in school activities or programs later that day or evening.

Students who are absent ten consecutive days will be dropped from the roll. Excessive or questionable absenteeism or tardiness may result in contact by the building administrator for a mandatory meeting. Parents may be contacted if their child's absenteeism is averaging more than one absence per month.

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine as provided by ORS 339.030.

The district will notify the parent in writing for the following:

1. Letter #1 will be sent when a student's attendance rate drops below 90%. This is approximately equivalent to two days per month. The parents are notified and a copy is kept at the school.
2. Letter #2 will be sent if after the first letter student attendance has not improved to over 90% since the date of letter #1 The parents are notified and a copy of the letter is kept at the school. The school will require that the parent attend a conference within 1 week to discuss the student's attendance.
3. If the student's attendance fails to improve after the conference, a third letter will be sent to the parents. The parent is required to resolve the attendance issue within one week. The written notification will be in the native language of the parent.

**ABSENCE PROCEDURE**

The procedure is the same for all absences, regardless of cause or length of time.

- The parent should call the school office before 8:15 a.m. on the day of the absence and every day after to inform the secretary. A message may be left on voicemail. If the parent does not call, the school will try to contact the parent by telephone.
- Upon the student's return to school, your child must go to the school office and present the written excuse (if a message was not left) which includes the student's name, reason for the absence, date(s) of absence, and the signature of the parent or guardian.
- A verbal or written excuse must be presented to the office within 48 hours or it will be unexcused.

**CHECK-IN AND CHECK-OUT PROCEDURES**

It is important that parents check in at the office with their children when they arrive after 8:00 AM or send a note explaining the reason for the tardiness.

Parents need to sign their children out of school anytime they take them from school during the school day. This is necessary for your child's protection as well as for the protection of the school. For safety, when you come to the school to pick up your child, please go to the office, not to your child's classroom. A staff member will go get your child from class or the playground. Many staff members do not recognize all the parents, so this will avoid any unnecessary problems in getting your child and ensure the safety of all children.

If you come to pick up your child before the end of the day, you will need to use the front doors near the office. All other exterior entrances to the buildings will be locked during the school day. Anyone coming into the building will need to come through the front doors.

At the end of the day, parents are asked to pick up their children on the bus porch in line. This helps us control the crowd of children leaving and parents coming.

When school is dismissed, students are to go directly home and not remain on the playground or school grounds. Any student who is going to a place other than his/her primary after school destination must provide a note, email, or phone call from the parent. The office will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parents or as otherwise provided by law.

**ADDRESS CHANGE**

Address, telephone number and emergency information should be given to the office at the beginning of each school year. Any change to this information should be given to the office immediately for your child's records.

**BIRTHDAY PARTIES AT SCHOOL**

When your child has a birthday during the school year, please feel free to bring commercially prepared healthy treats to the classroom after checking with the classroom teacher as to the best time for the treats. We are trying to help students learn healthy eating habits. Alternative activities are available if you do not wish to have your child participate. Below is a list of ideas for healthy treats.

1. Frozen Fruit Bars (always a great choice!)
2. Fresh fruit slices (apples, oranges, bananas)
3. Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (but make sure students do not have allergies)
4. Raisins and other dried fruit
5. Fresh vegetables
6. Fruit juice and vegetable juice (at least 50 percent full strength) and bottled water
7. Crackers or healthier cookies, such as fig bars or ginger snaps
8. Pretzels
9. Bread products (bread sticks, rolls, bagels, pita bread) with emphasis on whole grain products
10. String cheese
11. Granola bars made with unsaturated fat and zero trans fats
12. Low-fat or skim milk
13. Low fat or nonfat yogurt
14. Canned or fresh fruits

## BIRTHDAY PARTIES OUT OF SCHOOL

If your child is inviting students to an outside-of-school party, please do not allow him or her to bring invitations to school to pass out to those invited, unless ALL students in the class are invited. This invariably causes hurt feelings. Please teach your child to be sensitive to the feelings of those not invited to the party and either hand deliver the invitations outside of school or mail them.

## COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restricted diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school official. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis.*. Parents with questions should contact the school office.

## EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## HEALTH

**Students should be excluded from school if they exhibit:**

- Fever greater than 100.4; must be below for at least 24 hours without the use of fever-reducing medicine.
- Vomiting; must be symptom-free for 24 hours.
- Stiff neck or headache with fever; Symptom-free or **
- *Any* rash with or without fever; Symptom-free or **
- Unusual behavior change, such as irritability, lethargy, or sleepy; Symptom-free or **
- Jaundice (yellow color or skin or eyes); Symptom-free or **
- Diarrhea (3 watery or loose stools in one day with or without fever OR sudden onset of loose stools); must be symptom-free for 24 hours.

- Skin lesions that are "weepy" (fluid or pus-filled); Symptom-free or **
- Colored drainage from eyes; Symptom-free or **
- Brown/green drainage from nose with fever of greater than 100.4 F; Symptom-free or **
- Difficulty breathing or shortness of breath; serious, sustained cough; Symptom-free or **
- Strep Throat Diagnosed by Provider; Must have Antibiotics for 24 hours AND**
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- A need for care that is greater than school staff can safely provide.

** May need physician clearance to return.

**It is also important for parents to encourage preventative measures.**

1. Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it OR cough/sneeze into your sleeve.
2. Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
3. Avoid touching your eyes, nose or mouth. Germs spread that way.
4. Stay home if you get sick. CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

## MEDICATION AT SCHOOL

### SPSD Policy JHCD/JHCDS-AR MEDICATIONS**

The school district recognizes that it may be necessary for some students to take medicine during school hours when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not made available during school hours. Consequently, students may be permitted to take prescription or nonprescription medication at school with the following provisions:

1. All requests for district staff to administer medication to a student must be made by the parent in writing each school year. Medication Request Form is located at the end of this booklet **(Appendix A)**

2. All requests must include written instructions including the name of the student, name of the medication, route (i.e. oral, inhaler), dosage, frequency of administration and any other special instructions.
3. Written instructions for prescription medications must be made by the physician. A prescription label prepared by a pharmacist will be deemed sufficient for the written instructions only if it contains all of the required information. Any changes must be made by the physician in writing.
4. Written instructions for nonprescription medications will be made by the parent and must include all of the information. Any changes must be made in writing. This includes Cough drops and nonprescriptions over the counter medications.
    4A. For nonprescription medication that is not approved by the Federal Drug Administration (such as essential oils), a written order from the student's prescriber that includes the name of the student, name of the medication, dosage, method of administration, frequency of administration, a statement that the medication must be administered while the student is in school, any other special instructions, and the signature of the prescriber.
5. **All medications** are to **be submitted in its original container**. **Prescription medicines are to be fully labeled by the pharmacist**. Nonprescription medicines are to have the students name affixed to the container.
6. All medication is to be brought to and returned from the school by the parent.
7. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medicine.
8. All medication will be kept in a locked container and all doses of medication administered will be documented.
9. Self-medication for students is not allowed except for medicines that must be with the student for emergency access. The necessary permission forms and instructions must be in place and the school nurse must make a nursing assessment and plan.
10. The district reserves the right to reject a request to administer medications when taking such medication during school hours is not necessary for the student to remain in school.

## DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

## LOST AND FOUND

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be donated at the end of each quarter. Loss or suspected theft of personal or district property should be reported to the school office.

## PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts ask parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The elementary newsletter is published weekly, "Back to School" information is sent in the fall, mailings, and PTC meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal or classroom teacher.
4. Participate in district parent organizations. The activities are varied, ranging from fundraising to the building's site council, with its emphasis on instructional improvement.

## PARENTAL RIGHTS

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

**PERSONAL BELONGINGS**

All jackets, lunch pails, or any other items that might be lost through the school year, should have some identification on or in them. Many of the students' jackets are exactly the same and cannot be identified unless they are marked. Please check our Lost and Found bin if you are missing items.

Students are not to bring personal toys or entertainment devices on the bus or to school. These items serve as distractions to the learning process, and there is always the chance they will be damaged or end up missing.

**RELEASE OF INFORMATION**

The St. Paul School District has identified and may release the following information about a student to news organizations: student's name, address, telephone listing, date of birth, participation in officially recognized activities and sports, members of athletic teams, dates of attendance, degrees and awards received, honor roll, school photographs, and the most recent previous educational agency or institution attended by the student. A parent may, by written notice to the school, prevent the school from releasing any or all directory information relating to his/her child. See the school registration form for specific information.

**RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The office will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parents or as otherwise provided by law.

## STUDENT EDUCATION RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the district office by the principal/counselor. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social security number;
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

## VISITING SCHOOL

Throughout the year, parents are invited to attend school programs and our Fall Open House. Parents are also encouraged to visit their child's classroom for volunteering. Advance notice for classroom visits is appreciated and volunteer times may be set up with the classroom teacher. All visitors must check in at the office. If you need to speak to your child during the school day, the secretary will have your child meet you in the office. Please do not go to your child's classroom to

speak to your child as it is a disruption to the class. We DO NOT permit juvenile visitors to visit class at any time during the school day unless they are accompanied by their parents.

Please give at least one day's notice for a request for conferences or classroom visits. While teachers are available for conference by appointment, the principal may be contacted any time during the school day. It may be necessary to make an appointment with the principal if he/she is unavailable during the time you would like to meet.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office and sign in before going to any other part of the school. Visitors will wear an identifying badge while they are in the school building. The badges are located by the sign-in sheet.

**VOLUNTEERS IN THE CLASSROOM**

Teachers organize parent volunteers for their own classrooms.

Teachers depend on parent volunteers to assist with reading instruction as well as with other special projects and learning opportunities. If you have an hour a week you could regularly give to your child's classroom, the teacher would really appreciate the help. We consider our parent volunteers very important to the success of our overall program. All volunteers must fill out a background check each school year before beginning to volunteer. Volunteers need to sign up with a teacher or at the office to receive a schedule and a list of duties to assist with. Volunteers must sign in at the office when entering the building each day.

**WITHDRAWAL**

Whenever a student withdraws from school s/he must report to the office. With a written request from the parent or guardian stating s/he is withdrawing or transferring to another school. Library books and all textbooks must be returned and all obligations met before records are transferred to another school. Student records will be forwarded to another school upon notice from that school that the student has enrolled. The district will forward education records within 10 days of receiving the request for records. Please allow one full school day to complete the withdrawal process. At any time prior to transfer, a parent or guardian may inspect any of their student's records. Should a parent or guardian wish to challenge the accuracy of any records, a hearing will be scheduled within 45 days of receiving such challenge. The parent or eligible student has the right to file with the United States Department of Education a complaint under CFR S 99.64 concerning alleged failure by the district to comply with the requirement of federal law. The complete text of the district's student records policy is available upon request at the district office.

# CURRICULUM / ALTERNATIVE EDUCATION / EDUCATION PROCESS

## ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

### In-District Alternative Education Programs

1. Tutorial instruction;
2. Instructional activities provided by other accredited institutions;
3. Independent study;
4. Others as approved by the district. Parents may request additional in-district alternative education programs by submitting written requests to the principal.

## COMPUTER USE

Students may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission or goals. Personal use of district computers, including personal email access, is strictly prohibited.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. The on-line activities of students are monitored;
3. Access by students to inappropriate matter on the Internet and World Wide Web is denied;

4. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students on-line is prohibited;
6. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system is the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

Students, who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

## COUNSELING

The St. Paul School District offers educational counseling services for students. Students referred for routine counseling services will need parent permission in order to receive counseling. Counseling services include, but are not limited to: friendship groups, social skill building, organizational skills, behavior management, coping skills and stress management. The counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, and alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## CURRICULUM

The curriculum is not the same for all grade levels, but in general it includes: Literacy/language arts (reading instruction, literature, writing, conventions, speaking), mathematics, science, social studies, health, physical education, art and music. Children are also given time to select and check out library books to read either at school or at home.

English Language Learners: All students complete a Home Language Survey when enrolling. If appropriate, students may be evaluated for proficiency in the English language and if necessary, offered instruction in that area. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
- How such program will specifically help their student learns English, and meets age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
    - Detailing the right to have their student immediately removed from such program upon their request;
    - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
    - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

**Talented and Gifted:** Students who meet district/state qualifications for Talented and Gifted will have their academic needs met in the regular classroom through differentiated instruction.

**Special Needs**: Some students who have gone through an evaluation process may qualify for specialized instruction.

Title 1: Some students who have gone through an assessment process may qualify for intervention services in math or reading. The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Reasonable accommodations will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Disabled persons may contact St. Paul School District's Director of Special Programs, 20449 Main St. NE, St. Paul, OR 97137 (503) 633-2691 for additional information or assistance.

**GRADING SYSTEM**

For students in grades 4-6, grades are based upon achievement of common curriculum goals and other criteria as established by individual teachers in a given subject area. The system of grading used in the St. Paul Elementary School is:

A – Excellent

B – Above Average

C – Average

D – Below Average

F – Failure

P – Pass

I – Incomplete (if work is not completed in a reasonable time, an "I" becomes an "F")

For students in grades kindergarten-3rd, academic progress is proficiency based as a written narrative of students' progress in many selected categories.

## HOMEWORK

The amount of work taken home will vary with each student according to his/her ability to organize and complete work during regular school hours. Some may seldom need to take school work home. Parents can help students who need to do work at home by doing the following:

1. Provide a study location, complete with needed supplies, as free as possible from interfering conditions.
2. Influence students to follow a regular study schedule.
3. Encourage students to keep up their assignments and not to allow book reports and special papers or projects to drag along only to pile up at the end of the grading period.
4. Balance a student's time so that a proper amount is devoted to study, family, school and community.
5. Take an active interest in the student's progress in school.
6. Contact your child's teacher for assistance in caring for problems relating to homework.
7. Encourage your student to read for pleasure every day of the week.

## LEAVING THE SCHOOL GROUNDS

Children are not allowed to leave the school grounds during the school day without permission from the office, parent, and principal. Students are not allowed to go home with another student without **PRIOR WRITTEN PERMISSION** from the parent and such permission presented to the office in the morning.

Each student will have a PRIMARY DESTINATION and METHOD of TRANSPORTATION after school that must be designated by the parent at the beginning of each school year. The destination may be: home, childcare, neighbor's house or other. The method may be: parent/guardian pickup at school, other designee to pick up at school, ride the bus, walk, or bike.

If a student is going somewhere other than the PRIMARY or doing something other than the PRIMARY METHOD of TRANSPORTATION, then he/she needs to bring a note from the parent to the office on the morning of the change. Students who will be riding the same bus but need to get off at a stop other than the regular stop are considered changing their PRIMARY DESTINATION, and they also need to bring a note from their parents. Any student leaving the school grounds in a manner other than the usual needs to bring a note to the office from the parent so that we know this arrangement has parental approval.

**Students will always be sent to their PRIMARY DESTINATION by their PRIMARY METHOD OF TRANSPORTATION unless we receive a parent note or parent phone call.**

## PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

## PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities. Students in grades k-6 will be promoted or retained in accordance with state and district requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

## REPORTING SYSTEM

Report cards are issued every 9 weeks.
Parent conferences take place in November and April. To meet the needs of working parents, conferences in November start at 12:30 and end at 7:30. Conferences in April are from 7:30-3:30. Please make every effort to attend these conferences concerning your child.

## SUPPLIES

Students provide themselves with pencils, pen, paper and such supplies as their teacher designates. A supply list will be posted on our website by the middle of June for the following school year in order to allow parents to take advantage of summer bargains.

## TALENTED AND GIFTED PROGRAM

### Identification of Talented and Gifted Students

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals

Parents may appeal the identification process and/or placement of their student in the district's TAG program as follows:

Informal Process:

1. The parent(s) will contact the district TAG coordinator/teacher or principal to request reconsideration;
2. The coordinator/teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal or superintendent;
2. The principal or superintendent shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The TAG coordinator/teacher and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) is still dissatisfied, he/she has access to appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the principal who will arrange for a review committee to meet within five school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

### TEXTBOOKS

Textbooks are loaned to students without charge on the condition that any loss or damage beyond normal wear shall be paid by the students. The loss or damage is assessed on the replacement cost of the book. Students are responsible to return the book issued to them to the issuing teacher.

### TRANSCRIPT EVALUATION

Transfer credits/grade level and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

## STUDENT CONDUCT

### CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions that the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected the responsibility to know the consequences of misbehavior.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault
2. Harassment, intimidation, bullying or menacing, as prohibited by Board policy Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation;
3. Coercion
4. Violent behavior or threats of violence or harm as prohibited by Board policy - Threats of Violence;
5. Disorderly conduct, including disruption of the school environment
6. Bringing, possessing, concealing or using a weapon*** as prohibited by Board policy - Weapons in the Schools
7. Vandalism/Malicious Mischief/Theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual Harassment as prohibited by Board policy - Sexual Harassment and accompanying administrative regulation;

9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia as prohibited by Board policy(ies) - Tobacco Use by Students, Alcohol and Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

**** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony.

*****Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, $125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance, which under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned, primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

## DAMAGE TO DISTRICT PROPERTY

St. Paul staff and students are proud of the school and appreciate the investment made by the patrons of this community for its use. All students are to respect this tradition and refrain from marking or damaging any school property.

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and

parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports and records may be withheld. See – Fee, Fines and Charges.

**DISCIPLINE/DUE PROCESS**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Discipline matters will be handled in a fair, firm, objective manner. Every effort shall be made to have individual students accept the responsibility of their actions. Discipline shall be administered with each student in mind but all discipline problems shall be dealt with on the basis of sustaining a consistent adherence to school policies.

<u>Loss of Privileges/Reconciliation</u>

A student may lose privileges such as recess in order to:

- Write apology letters
- Process positive alternate choices in the future
- Problem solve with staff and other students
- Reconcile or "make things right" with others

<u>Detention</u>

A student may be required to serve a detention outside of school hours on one or more days if the student violates the Student Code of Conduct. Parents will be notified of the reason for the detention and arrangements made for the student's transportation on the day(s) of the detention.

- Detentions will be served at the Elementary School in the Supervising Staff's room.
- If a student does not show up for detention, he/she will not be able to participate in any school activities until cleared to do so by the principal.
- Parents will be responsible for transportation before or after the detention.
- Detentions may be given to students for any behavior that is disrespectful of other students, the school, teachers, and/or staff.
- During the detention students will not talk to others, will do their homework or read, will not be allowed to use a computer and will not be disruptive.

Community Service/Restitution

Students who receive community service will be expected to perform janitorial type services on campus for a predetermined amount of time. These duties will be assigned by the principal. Parents will be notified prior to the start of service.

In-School Suspension (ISS)

Students who are in ISS will be subject to the following rules.

- No food or drink is allowed except during his/her lunch break
- Students are to remain in the ISS area at all times except to use the restroom. Students in ISS are not to leave during passing time, break, or while the other students are at lunch or recess.
- Students are to work on assignments. Students may read recreational materials only after all assignments are completed.
- Students are not to talk with other students at any time.
- At the end of ISS, students are to vacate the school premises immediately. If the ISS ends during the regular school day, students are to return to regular classes immediately. Students may not participate in any extracurricular activity the day of ISS.
- The suspension will end when the student returns to regular classes, usually the morning of the next school day.
- Students who do not follow the rules of ISS shall be liable for further discipline including detention, in/out of school suspension, or expulsion.

Suspension

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up a missed test without an academic penalty.

Suspension/ISS and Activities

When a student is suspended from school whether it is ISS or out-of-school suspension, h/she is suspended from all school-sponsored activities. The time period is from:

- The end of the school day
- Or earlier, if h/she is sent home before the end of a school day
- If suspended on Friday, the student may not participate in any Friday night, Saturday or Sunday activities.

The suspension ends at the time the principal designates on the suspension letter unless another time has been approved by the principal.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Discipline of Disabled Students

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed.

The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an

interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

**DRESS CODE**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance which is not distracting to teachers or other students or in any way disrupts the instructional program of the school. We are also concerned about clothing which may be hazardous to the health and safety of the student.

Clothing which is **not** appropriate for school wear includes, but is not limited to: halter tops, undershirts, shirts with offensive language or language which promotes drug or alcohol use, clothing which exposes the midriff, hats, beach attire, see through clothing/net fabrics, low-scoop shirts, shorts/skirts must be mid-thigh or longer, shoes with high heels or shoes that are floppy or extremely loose. Clothing that is way too big around the waist, drags on the floor or is so wide in the legs that it might impede a student's exit during an evacuation may not be worn to school. 5th and 6th grade students will also follow the Dress Code guidelines in the Middle/High School

handbook. In addition the Oregon State Health Department requires that shoes be worn inside the school buildings.

What may be appropriate or safe in one class may not be acceptable in another class. If the dress or grooming of a student is inappropriate for the class, disrupts the educational climate or process, is discriminatory (promoting "hate"), torn, unclean, or is a threat to the health or safety of the student or any other person, the school will require the student to change his or her dress/grooming and be given a verbal warning. Additional incidence of wearing inappropriate attire parents will be notified and appropriate consequences given.

It is important that students dress appropriately for the weather since much of the recess time is spent outside or under the covered play area. If it is below 50 degrees, only students with appropriate clothing and a coat will be allowed to go outside for recess.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

The personal appearance of St. Paul Elementary School students is a direct reflection of the pride of the students in our school. Individual teachers or teaching situations may require different dress codes in accordance with safety and health considerations.

**SKATEBOARDS, BIKES, SCOOTERS AND IN-LINE SKATES**

Students are not to ride skateboards, bikes, scooters, heelys, or in-line skates on school grounds. If these are used for transportation to school, for safety students need to get off and walk once

they are on the school grounds. A student may transport a skateboard on the school bus ONLY with special written permission from the principal. The skateboard will be checked with the driver, who will store it safely. Students may store skateboards on which they ride to school in their classroom. When your child uses any of these modes of transportation, please see that he/she is wearing all the appropriate and legal safety gear.

**STUDENT SEARCHES**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a school policy, a School Board policy or a law. Searches will not be excessively intrusive in light of the age, gender, or maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as cubbies and desks, may be routinely inspected at any time.

Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts, instructional materials, property or equipment belonging to the district.

Items found which are evidence of a violation of school policy, or law may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that all school personnel are "manditory reporters" and in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services, and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

**TRANSPORTATION OF STUDENTS**

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Students will be transported home by their regular bus unless we have written or verbal permission from their parents for them to do otherwise. Please send a note with your child or call the office before 2:00pm if he/she is to ride home with another child or adult. We cannot release your child to another adult without your written or verbal permission.

Bus routes and pickup/drop-off times will be available on the school district website or at the elementary office the week before school begins in the fall.

The first week or so of school, the bus times will be approximate until all variables are worked out for the bus runs. Parents should plan to have children at the bus stop at least five minutes prior to the time listed in the schedule. Parents wishing more detailed information are asked to call Oralia Vargas (Transportation Supervisor) at (503)633-2691.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation: Warning: The driver verbally restates behavior expectations and issues a warning citation. The citation must be returned with the parent signature.
2. Second Citation: The student may be suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, and the principal.
3. Third Citation of the Year: The student may receive a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and

the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: Any severe violation may result in the immediate suspension of the student for a minimum of 10 days and up to a 1 year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

# OTHER

### ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

### ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action. St. Paul staff expects students to conduct themselves appropriately at all times.

Requests for assemblies/programs should be directed to the Student Activities Director or principal. The principal will make final approval of requests.

### ASSIGNMENT OF STUDENTS TO SCHOOLS

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office, superintendent, or principal for additional information.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, he/she must give the district notice and opportunity to

propose other options available within the public school system before the private placement or services are obtained.

Parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the district fund the private services. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

**ATHLETICS**

Interscholastic athletics and other extracurricular activities are a significant part of the educational experience and shall be considered as part of the total educational program at St. Paul High and Middle Schools, including 6th grade. The entire activities program provides opportunities for students to gain valuable experiences that contribute to improve; physical and mental growth, physical conditioning, cooperation, desirable conduct and citizenship traits, leadership, and social growth. A copy of the Athletic/Activities Code of Conduct is available at the District Office or from the Athletic Director.

**BUILDING USE**

Use of the building and grounds after school hours must be scheduled by completing the "Agreement for Use of District Facilities" form, one month in advance of the requested date. This form is available in the school office for you to use by filling it out and returning it to the principal for approval.

**CHILD FIND NOTICE**

St. Paul School District is looking for children of school age who may be in need of special educational services.

Special Education Services are provided for school age children through our district programs. For infants and children to age five, services may be available through Marion County's Early Intervention and Early Special Education Program.

If you know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other education needs, please contact the Director of Special Programs at the St. Paul School District Office at 20449 Main St. NE, St. Paul, OR 97137; Phone (503) 633-2691.

**DISCRIMINATION**

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

## DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted each school month.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

## ELECTRONIC DEVICES

Students are not allowed to bring electronic devices to school. This is to prevent the loss, theft or damage of electronic devices. If your child carries a cell phone for safety reasons, their phone must be kept in their backpack at all times and may not be turned on at any time during the school day. Students who violate this school policy may have their cell phone or electronic device confiscated and kept in the school office until the parent arrives to pick it up.

Students are subject to disciplinary action up to and including expulsion for using a personal communication device in any manner that is academically dishonest, illegal or violates the terms of this policy. A referral to law enforcement officials may also be made. Personal communication

devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parents or property owner as appropriate.

**EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone/cell phone and parent(s) work phone (must be connected and working)
4. Emergency phone number of friend or relative in the event we can't reach the parents
5. Authorized person(s) allowed to pick up child
6. Emergency medical information, including physician's name and number
7. Daily mode of transportation your child will be using to go home after school. Any changes to this will require a parent phone call or a note sent prior to the school day ending.

If any of your emergency contact information changes throughout the year, please let us know as soon as possible so that we may contact you in case of emergency.

**EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

**Closure Information** – In the event that the district schools are forced to close (snow/bad weather). The closure will be announced:

- On our web site www.stpaul.k12.or.us
- Radio Stations: KEX – 1190AM; KWJJ – 99.5FM
- Television Stations: Channel 2, 6, 8 and 12

**EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities St. Paul has to offer. Interested students should contact the office or Activities Coordinator for additional information.

**FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Materials for a class project the student will keep and at the option of the student;

2. Personal physical education and athletic equipment and apparel;
3. Voluntary purchases of pictures
4. Student accident insurance;
5. Fees for damaged library books and school-owned equipment;
6. Field trips considered optional to the district's regular school program;
7. Admission fees for certain extracurricular activities;
8. Use of band equipment

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

The district may withhold the grade reports and records of any student who has a debt with the district. All such materials shall be released upon payment of money owed. Fees, fines and charges owed to the district may be waived at the discretion of the principal/superintendent or designee if:

1. The district determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the superintendent or principal that preclude the collection of the debt.

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district; the amount; if not paid, the district will withhold the grade reports, diploma and records of the student until the debt is paid; and that the district may pursue the matter through a private collection agency or other method available to the district. Debts not paid within 10 calendar days of the district's notice to the student and parent will result in the student's grade reports, diploma and records being withheld until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the district. A request to waive the student's debt must be submitted in writing to the superintendent or principal. Such requests must be received no later than 10 calendar days following the district's notice.

**NSF/RETURNED CHECK POLICY**

St. Paul School District #45 recognizes the need to permit parents/guardians to use personal checks for the transaction of business with the school district. In order to protect the district's financial interests, the following steps will be followed when checks are returned for non-sufficient funds:

1. *If a bill has been paid by personal check and the check is returned from the bank due to insufficient funds, a courtesy phone call will be made by the district's Business Manager notifying the issuer of the problem and requesting prompt resolution of the payment difficulty within five days.*

2. *If payment is still not forthcoming by the issuer after the courtesy phone call is made and the five days is documented, a letter will then be mailed to the issuer from the Business Manager informing the issuer of the returned check and requesting payment within five days of the receipt of the letter.*
3. *In the event that St. Paul School District #45 receives more than one NSF check from an individual or family, the district reserves the right to not accept any further checks made by that individual or family until such time as the outstanding bills or checks have been paid.*

The district prohibits discrimination and harassment on any basis protected by law , including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

**FIELD TRIPS**

Field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designated to supplement aspects of the classroom curriculum and to introduce students to the resources of our area. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents are encouraged to attend field trip outings with their children; **notification of the teacher by the parent is required to attend the field trip and a background check must be completed every year and at least 2 weeks before the field trip. Siblings and pets are not allowed to accompany parents during the field trip.**

**FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at school assemblies and at the beginning of each day.

**FUNDRAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. **An activity request and a fund raising planning sheet form must be submitted to the superintendent or principal prior to the event**. All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's students, staff, and equipment.

**HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the superintendent.

**INSURANCE**

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must have; (1) purchased the student accident insurance; (2) shown proof of insurance; or (3) signed a form rejecting the insurance offer.

**LOITERING**

In order to protect students and school property and to prevent disruption in the school program, all visitors and guests who are regularly enrolled or employed in the district are required to come to the school office and arrange to conduct their business. Students of St. Paul are not allowed in the building outside of school hours (7:45am-2:55pm) unless directly supervised by a school representative and prearranged. Guests of students during a regular school day must check in at

the school office. In general, guests of students are not allowed to attend classes. Please do not encourage friends to contact you at school. No individual may loiter in or near school grounds or buildings.

**MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

**MEALS AT SCHOOL**

Free breakfast and lunch is available to all students. In order to be free the meal must be qualified as a full reimbursable meal. A la Carte items, such as milk, is not free under federal guidelines. Breakfasts and lunches for non-students may be purchased daily, weekly, or monthly. You can purchase and monitor your students Meal Account through My MealTime at www.mymealtime.com

| | | |
|---|---|---|
| **Breakfast for non-students** | **$3.00** | |
| **Lunch for non-students** | **$5.00** | **Milk - $.75** |

**NEWSLETTER**

Weekly or every other week we will send an electronic newsletter. You may request an electronic copy emailed to you. This publication will keep you informed about St. Paul Elementary school activities and special events. The newsletter is available on our website.

**OPEN HOUSE**

We have an annual open house each September. This is an opportunity for you to meet the staff, visit the school, sign-up to volunteer and see your child's work.

**OUT OF AREA ATTENDANCE**

Parents who live outside the St. Paul School District attendance area but wish their children to attend St. Paul Elementary must make their request in writing to the School Principal. This request must be obtained by your home district.

**PARENT TEACHER CLUB (PTC)**

The St. Paul Elementary PTC is a very important part of the total school program. Its members work hard to support teachers and students by funding enrichment opportunities throughout the year. To function effectively, the PTC needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved. Information is available at the front office. Money raised supports a wide variety of special activities and equipment purchases for the school. PTC also supports teachers by providing them with funds to purchase needed items for their classroom. We encourage you to support children at St. Paul Elementary by being involved in PTC!

**PETS**

Students must seek permission from the teacher in order to bring a pet to show the class. Parents should transport the pet to and from school as pets will not be transported on the bus at any time. The pet will arrive immediately before the presentation, and be taken home immediately after being shown. If a child is bitten/scratched at school, the owner is liable.

**PHYSICAL EXAMINATIONS**

Students in grades 6 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student. Records of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season. Students shall not participate without a completed school sports pre-participation examination form on file with the district.

**POSTERS**

The principal must first approve signs, banners or posters that a student or parents wish to display. Signs, banners or posters displayed without authorization may be removed by staff members. Any student who posts printed material without prior approval shall be subject to disciplinary action.

**SCHOOL PICTURES**

School pictures are an optional purchase. Information concerning school pictures will be sent home with students prior to picture day. Pictures are to be paid for at the time they are taken.

**STUDENT/PARENT COMPLAINTS**

## District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

## Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the principal.

## Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint-alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

## Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. If necessary, the principal will, in accordance with Board policy, review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

## Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student should be directed to the special education director, principal or superintendent.

## Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

## Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a

position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. The date and details of notification to the complainant together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II; he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Step V If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310,

Seattle, WA 98174-1099. Additional information regarding filing a complaint may be obtained through the building principal, compliance officer or superintendent.

**SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours 7:45am – 2:55pm, while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities. Students are allowed in the building during the hours of 7:45 – 2:45pm with supervision of staff.

**TELEPHONE**

Students are not to use the office or classroom telephones except with their teacher's or the secretary's permission. Permission to go home with a classmate is not an emergency and will not be accepted verbally over the phone. Please arrange to send a note with your child if he/she is changing from the normal daily routine.

# Appendix A
# St. Paul School District #45
# Medication Requests

ST. PAUL SCHOOL DISTRICT #45
AUTHORIZATION FOR MEDICATION ADMINISTRATION
BY DESIGNATED SCHOOL PERSONNEL

Student's name: _____ Birthday: _____ Grade: _____

I give school personnel permission to administer this medication per the following instructions: (Do not skip any questions)

Medication: _____ Start Date: _____ End Date: _____

Dose (Strength/how much): _____ _____ Non Prescription

Frequency (how often): _____ _____ Prescription

Time of day for meds at school: _____ Pharmacy Name: _____

Route (circle one):
Mouth Ear Eye Nose Skin

Prescription Number (if applicable): _____

Prescriber Name (if applicable): _____

Reason For Medication:

Prescriber Phone (if applicable): _____

Special Instructions:

**ALL MEDICATION MUST BE IN ITS UNEXPIRED, ORIGINAL CONTAINER WITH ACCURATE LABEL**

I understand I am responsible to provide this medication and maintain the supply as needed. All medication must be provided from home and must be contained in its original, labeled and unexpired container. I understand that I am responsible to notify the school in writing of any medication changes, and that all staff-administered medications are to be brought to and from school by a parent/ guardian or student when allowed. All unused medication must be picked up by the last day of school. I understand that any medication left at school will be discarded. (OAR 581-021-0037)

Parent/Guardian Signature: _____ Date: _____

PRESCRIBER DIRECTION
(Required in writing or on pharmacy label for all prescription medication and non-FDA approved medications)

_____ I have prescribed the above medication for the student whose name appears on the top of the form
_____ Instructions from the parent are accurate
_____ Please allow this student to carry and self-administer this medication. (Student must be developmentally and behaviorally able to self-administer)
_____ I certify that this medication is necessary for the student to remain in school
_____ Special instructions including adverse reactions and action required: _____

_____ Prescriber's Name (please print/stamp)

_____ Clinic Name and Address

_____ Prescriber's signature

_____ Phone

_____ Effective Date

# Index


| | |
|---|---|
| ABSENCE PROCEDURE | 11 |
| ADDRESS CHANGE | 12 |
| ADMISSION | 10 |
| ALTERNATIVE EDUCATION PROGRAMS | 20 |
| ASBESTOS | 36 |
| ASSEMBLIES | 36 |
| ASSIGNMENT OF STUDENTS TO SCHOOLS | 36-37 |
| ATHLETICS | 37 |
| ATTENDANCE | 10-11 |
| BIRTHDAY PARTIES | 12-13 |
| BUILDING USE | 37 |
| CHECK IN/OUT | 11-12 |
| CHILD FIND NOTICE | 37 |
| COMMUNICABLE DISEASES | 13 |
| COMPUTER USE | 20-21 |
| CONDUCT | 27-28-29 |
| COUNSELING | 21 |
| CURRICULUM | 21-22-23 |
| DAMAGE TO DISTRICT PROPERTY | 29-30 |
| DISCIPLINE/DUE PROCESS | 30-31-32-33 |
| DISCRIMINATION | 37 |
| DISTRIBUTION OF MATERIAL | 38 |

DRESS CODE 33

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS 38

DRUG, ALCOHOL AND TOBACCO PREVENTION 15-16

ELECTRONIC DEVICES 38-39

EMERGENCY INFORMATION 39

EMERGENCY MEDICAL TREATMENT 13

**EMERGENCY SCHOOL CLOSING INFORMATION** 39

EXTRACURRICULAR ACTIVITIES 39

FEES, FINES AND CHARGES 39-40

FIELD TRIPS 41

FLAG SALUTE 41

FUNDRAISING 41

GRADING SYSTEM 23

HEALTH 13-14

HOMELESS STUDENTS 41-42

HOMEWORK 24

IMMUNIZATION 14

INSURANCE 42

LEAVING THE SCHOOL GROUNDS 24

LOITERING 42

LOST AND FOUND 16

MEALS AT SCHOOL 42

MEDIA ACCESS TO STUDENTS 42

MEDICATION AT SCHOOL 14-15

NEWSLETTER 43

NSF/RETURNED CHECK POLICY 40-41

OPEN HOUSE 43

OUT OF AREA ATTENDANCE 43

PARENT TEACHER CLUB (PTC) 43

PARENTAL INVOLVEMENT 16

PARENTAL RIGHTS 16-17

PERSONAL BELONGINGS 17

PETS 43

PHYSICAL EXAMINATIONS 43

POSTERS 44

PROGRAM EXEMPTIONS 24

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS 25

RELEASE OF INFORMATION 17

RELEASE OF STUDENTS FROM SCHOOL 17

REPORTING SYSTEM 25

SCHOOL PICTURES 44

SKATEBOARDS, BIKES, SCOOTERS, IN-LINE SKATES 34

STUDENT/PARENT COMPLAINTS 44-45-46-47

STUDENT EDUCATION RECORDS 18

STUDENT SEARCHES 34

SUPERVISION OF STUDENTS 47

SUPPLIES 25

TALENTED AND GIFTED PROGRAM 25-26-27

TELEPHONE 47

TEXTBOOKS 27

TRANSCRIPT EVALUATION 27

TRANSPORTATION OF STUDENTS 34-35-36

VISITING SCHOOL 18-19

VOLUNTEERS 19

WITHDRAWAL 19